

Agenda Item Form

Agenda Date: 4/06/04

Districts Affected: All

Dept. Head/Contact Information: [Museum of Art, Becky Duval-Reese, (915) 532-1707]

Type of Agenda Item:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
☐ Grant (duration of funds: _____ Months)
☒ Other Source: 54500025

Legal:

- ☐ Legal Review Required Attorney Assigned (please scroll down): None ☐ Approved ☐ Denied

Timeline Priority: ☐ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

To complete staffing table process of adding one full-time contract employee to Museum membership restricted account.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Additional FTE of only .5

Statutory or Citizen Concerns:

None Anticipated

Departmental Concerns:

This position will prevent an interruption in public relations duties.

2004 APR 1 PM 1 34
CITY CLERK DEPARTMENT

APR 1 2004

DATE: 3/24/04

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: _____

INITIALS 2004-62

Date sent to Personnel: _____

DEPARTMENT NAME: Museum of Art	(1) HR DEPARTMENT ID 54	(2) ATTACHED DOCUMENTATION <input type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: 3/24/04
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A=add

D=delete

*R/T/C = Regular, Temporary, Contract
*L/U = Classified, Unclassified

A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
D	1	.50	COFEP	54500025-50105-54000	00000137	012099	Contract-Adm. Support (NE)	-----	C	U
D	1	.75	COFEP	54154001-07401-54000-G540006	00006777	030099	Contract Professional (E)	-----	C	U
A	1	1.00	COFEP	54500025-50105-54000		040099	Contract Professional (N/E)	-----	C	U
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		
			COFEP					-----		

(8) Purpose: ☒ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☐ Other (Explain)

(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Kimberly McCarden will take over the Public Relations duties of Coco Ballew who cancelled her contract with the Museum to take another position.

ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS

Public Relations activities will continue without interruption.

(11) DEPARTMENT BUDGET

FTE increase of only .5.

(12) DEPARTMENT HEAD SIGNATURE:

DATE:

3.25.04

BUDGET CHANGE

☐ Required ☐ Attached

AMOUNT ADDITIONAL FUNDS

PERSONNEL DEPARTMENT RECOMMENDATION

☒ Requested CC and CG is Appropriate☐ Change Class To☐ Change Grade To

COMMENTS

PERSONNEL DIRECTOR

DATE

3/25/04

O.M.B RECOMMENDATION / C.A.O. APPROVAL

COMMENTS:

RECOMMENDATION

☐ Position(s) Recommended☐ Position(s) Not Recommended

CHIEF FINANCIAL OFFICER

CHIEF ADMINISTRATIVE OFFICER

APPROVED

DATE